



EUROPEAN COMMISSION  
DIRECTORATE-GENERAL COMMUNICATION

Director General

Brussels,  
COMM/CHS/MT D(2010)

**NOTE FOR THE ATTENTION OF**


**ALL DIRECTORS, DG COMM**

**Subject: Mission reports**

It is forming part of good administrative practice to prepare mission reports after returning from missions, although the preparation of a mission report is no precondition for signing the statement of mission expenses (see point 11 of the guide to missions, C(2008), 6215, Annex).

In order to facilitate the preparation of mission reports and to harmonize the different formats used within DG COMM, you find enclosed the template for mission reports in DG COMM.

I kindly ask you to remind all staff in your Directorates of the obligation to prepare mission reports and to use from now on the enclosed template.

  
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Claus H. SØRENSEN  
JP VANDERS TEEN

Annex

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